

Intimate Care and Nappy Changing Policy



Pencoys Primary School

Audience:	School and academy staff, particularly Headteachers and administrative staff Local Governing Bodies
Reviewed:	Date of Drafting: January 2023 Adopted Date: January 2023 Review Date: January 2024
Other related policies / procedures	Child Protection and Safeguarding Policy Staff and Volunteers Code of Conduct Policy Support of Pupils with Medical and Mental Health Needs
Owner	Mrs Bonds (Headteacher)
Policy / procedure model	School policy: specific to needs of the school

All children at **Pencoys** have the right to be safe and be treated with dignity, respect and privacy at all times so as to enable them to access all aspects of the **Pencoys School**.

This policy sets out clear principles and guidelines on supporting intimate care with specific reference to nappy changing and toileting. It should be considered in line with our Safeguarding Policy, Health and Safety Policies and Administering of Medicines policy.

This policy should also be read in conjunction with the following policies:

- Whole School Intimate Care and Toileting
- *Positive Handling;*
- *Radicalisation and Extremism;*
- *Anti-Bullying;*
- *Behaviour management ;*
- *Equality;*
- *Code of Conduct setting out standards and acceptable behaviour for staff and volunteers;*
- *E-Safety and ICT acceptable use;*
- *Managing allegations of abuse against staff;*
- *Admission;*
- Visitors
- *Whistleblowing.*
- *EYFS Statutory Framework*

We strive to make our setting accessible to all children and give consideration to the individual needs and support required for each child. We recognise that, while we foster independence in toileting that not all children will be at this stage by the time they commence at Pre-School. To support children in the journey to achieving continence, staff will ensure that the child's toileting needs are dealt with in a sensitive and professional manner.

In order to achieve this, the following working practises have been set out:

Working in partnership with parents and carers:

On admission to the setting, the parent/carer will be asked to complete a registration form which will include the opportunity to state the child's position with regard to their toileting and complete the permission slip (Appendix 1).

The parent or carer will:

- Agree to ensure that the child is changed at the latest possible time before being brought to the setting.
- Provide the setting with spare nappies, nappy bags, wipes and at least one change of clothing in the child's bag each day that they attend the setting.
- Understand and agree the procedure that will be followed when their child is changed at the setting – including the use of any cleanser or the application of any cream.
- Agree to inform the setting should the child have any marks/rash.
- Agree to a 'minimum change' policy. For instance, the setting would not undertake to change the child more frequently than if she/he were at home.
- Agree to review arrangements should this be necessary.

The setting will:

- Agree to change the child during the session should the child soil themselves or become uncomfortably wet.
- Agree to make periodic checks to ensure the child is not in a soiled or overly wet nappy.
- Agree to report should the child be distressed, or if marks or rashes are seen.
- The key person will discreetly advise the parent that the child has been changed.
- Agree to review arrangements should this be necessary.

Procedure

If any members of staff become aware that a child has a wet/soiled nappy, if permission has already been granted via the registration form, the key person will be informed. Key persons undertake changing young children in their key groups wherever possible; back up key persons change them if the key person is absent.

For the privacy and dignity of the child, changing will take place in the designated changing area. This is situated in the toilet area using the designated equipment provided by the pre-school. The door to this area remains open and is within visual sight of all members of staff. Changing areas are warm, appropriately sited and there are safe areas to lay young children if they need to have their bottoms cleaned.

Changing nappies and toileting procedures

- Key persons undertake changing young children in their key groups wherever possible; back up key persons change them if the key person is absent.
- Nappies are changed at 10.30 and 2.30, unless a member of staff becomes aware that a child has a wet/soiled nappy in which case, they would be changed by their key person at that time.
- All members of staff are familiar with the hygiene procedures and carry these out when changing nappies.
- Members of staff put on aprons before changing starts and the area is prepared, gloves are always worn for all nappy changes.
- Key persons never turn their back on a child or leave them unattended on a changing mat.
- Young children from two years may be put into 'pull ups' as soon as they are comfortable with this and if parents agree.
- If children refuse to lie down for nappy change, they can be changed whilst standing up, providing it is still possible to clean them effectively.
- Each young child has his/her own bag to hand with their nappies/pull ups and changing wipes.
- Wipes or cotton wool and water are used to clean the child.
- Key persons ensure that nappy changing is relaxed and a time to promote independence in young children.
- Key persons are gentle when changing and avoid pulling faces and making negative comment about the nappy contents.
- Key persons do not make inappropriate comments about young children's genitals when changing their nappies.
- Sometimes a young child may have a sore bottom or rash. This may have happened at home as a result of poor care; or the child may have eaten something that, when passed, created some soreness. The child also may be allergic to a product being used. This must be noted and discussed with the parent and a plan devised and agreed to help heal the soreness. This may include use of nappy cream or leaving the child without a nappy in some circumstances. If a medicated nappy cream such as Sudocrem is used, this must be recorded as per the administering of medicine policy.

- Young children are encouraged to take an interest in using the toilet; they may just want to sit on it and talk to a friend who is also using the toilet.
- They are encouraged to wash their hands and have soap and paper towels to hand.
- Older children use the toilet when needed and are encouraged to be independent.
- Members of staff do not wipe older children's bottoms unless there is a need, or unless the child has asked.
- Parents are encouraged to provide enough changes of clothes for 'accidents when children are potty training.

Key persons are responsible for changing where possible. Back-up key persons take over in the key person's absence, but where it is unavoidable that other members of staff are brought in, they must be briefed as to their responsibilities towards designated children, so that no child is inadvertently overlooked and that all children's needs continue to be met.

Nappy changing is always done in an appropriate/designated area. Children are not changed in play areas or next to snack tables. If there are limitations for nappy change areas due to the lay-out of the room or space available this is discussed with the setting manager's line manager so that an appropriate site can be agreed that maintains the dignity of the child and good hygiene practice.

If young children are left in wet or soiled nappies/pull-ups in the setting, this may constitute neglect and will be a disciplinary matter.

Facilities/Equipment

The Pre-school staff have been supplied with a designated fold down changing table, sterile wipes for the cleaning the table, disposable aprons and disposable gloves.

Health & Safety

Staff will follow the guidelines when changing nappies or dealing with wet/soiled items which is also noted in the Health & Safety Policy. Staff must wear a fresh apron and gloves each time they change a child and dispose of them accordingly.

Child Protection

All staff hold an enhanced DBS. The normal process of changing a nappy should not raise child protection concerns. We take every measure possible to safeguard, both the child and the staff. The changing takes place within the toileting area in the main room and is within visual sight of other members of staff. Children are never left fully on their own with a single member of staff during changing or support with toileting.

Distressed Children

If a child becomes unduly distressed by the experience, a member of staff will contact their parent/carer and agree the next course of action. If marks or injuries are observed parents will be notified together with the designated person as part of our safeguarding procedures.

Appendix 1

Crofty MAT – Intimate Care Parental/Carer Permission

I confirm/agree that:

I give permission to the school to provide appropriate intimate care support to my child e.g. changing soiled clothing, washing and toileting;

I will advise the headteacher of any medical condition/situation my child may have which affects issues of intimate care;

I understand that the intimate care provided for my child at Pre-School will be given by familiar members of staff;

I understand that I will need to provide the following:

I understand that the members of staff providing the care for my child have had appropriate training, including in Child Protection.

Parent/Carer Name: _____

Signature: _____

Relationship to child: _____

Date: _____

Child's Name: _____

Class: _____

Date of Birth: _____

Address and contact details:

Appendix 3

Procedure

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Appendix 4

Hygiene procedures

Staff wash and dry hands

Clean down changing area before starting and assess for any hazards.

Put on clean apron and gloves.

Collect child's bag with changing items in.

Place child on changing mat ensuring that the child is not at risk.

Remove the nappy, placing straight into a nappy sack.

Wipe the child from front to back ensuring that the child is clean and place wipes in nappy sack.

Replace with a clean nappy, securely under the child and fasten correctly.

Remove gloves by peeling back from the wrists and place in nappy sack. Fasten nappy sack securely.

Redress the child.

Assist the child in washing and drying their hands.

Child returns to room.

Place nappy in the nappy bin.

Wipe down the changing area between each nappy change and apply clean gloves.

Wash hands thoroughly.

Record the nappy change.

Creams will only be applied when consent has been given by a parent or carer for a specified reason.

Rashes or marks will be discussed with the parent.